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MEMORANDUM FOR: Director, Office of Information Services

THROUGH: General Counsel
Attention: [REDACTED] STAT

FROM: [REDACTED]
Director of Security

SUBJECT: Reporting Unauthorized Disclosures STAT
to the Information Security Oversight
Office (ISOO)

REFERENCE: A. Ltr from Chairman/SECOM to D/ISOO
dtd 5 December 1983 (attached)

B. Ltr from D/ISOO to Chairman/SECOM
dtd 19 January 1984 (attached)

C. Memo for SECOM members from Chairman/
SECOM dtd 1 February 1984 (attached)

1. References A through C discussed the agreed upon details concerning the reporting of unauthorized disclosures to the Information Security Oversight Office (ISOO). By way of summary, ISOO had agreed to the following:

a. A semiannual unclassified report from the Director of the Office of Information Services citing only the number of unauthorized disclosures reported to the Department of Justice.

b. When necessary, an unclassified report will be forwarded from the D/OIS to D/ISOO to alert D/ISOO that an unauthorized disclosure involving a systemic problem has occurred. If considered essential by this Agency, a fully cleared ISOO representative may subsequently be briefed on the details of the disclosure.

c. Periodic briefing of a fully cleared ISOO representative regarding unauthorized disclosures reported to the Department of Justice.

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2. In order to implement the agreed upon reporting procedure the following is recommended:

a. Office of General Counsel on a semiannual basis (October through March and April through September) provide to the Director of OIS an unclassified report citing the number of unauthorized disclosures reported to the Department of Justice during those aforementioned periods. Director of OIS, in turn, will submit an unclassified report citing the same number to the Director Information Security Oversight Office.

b. In the event an unauthorized disclosure occurs as a result of a systemic problem, the Office of Security will directly notify the Director of OIS that such an unauthorized disclosure has occurred. The Director of OIS will, in turn, notify D/ISOO that such an unauthorized disclosure has occurred. In the event that it is considered essential for ISOO to have specific details of the disclosure, ISOO will be notified by D/OIS and a cleared ISOO representative will be briefed.

c. On request from ISOO through D/OIS, a periodic briefing by the Office of Security will be made to a fully cleared ISOO representative concerning the unauthorized disclosures reported to Department of Justice. The briefing will be conducted at this Agency.

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Attachments

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